

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF MAY 21-25, 2012

MONDAY, MAY 21, 2012

*8:30 a.m.	Community Options Program Planning Committee	Board Rm B, Sophie Beaumont 111 N. Jefferson Street
*1:30 p.m.	Solid Waste Board	Port & Solid Waste Office 2561 S. Broadway
*3:00 p.m.	Housing Authority	Room 604, City Hall 100 N. Jefferson Street
*5:30 p.m.	Planning, Development & Transportation Committee	Duck Creek Public Works Dept 2198 Glendale Avenue

TUESDAY, MAY 22, 2012

*4:00 p.m.	Children With Disabilities Education Board	Syble Hopp School 755 Scheuring Road
*5:30 p.m.	Executive Committee/Education and Recreation Committee Joint Meeting	Resch Centre 1901 S. Oneida Street

WEDNESDAY, MAY 23, 2012

*6:00 p.m.	Human Service Committee	Room 200, Northern Building 305 E. Walnut Street
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THURSDAY, MAY 24, 2012

*7:30 a.m.	Aging & Disability Resource Center Executive Committee	ADRC 300 S. Adams Street
*8:30 a.m.	Aging & Disability Resource Center Board of Directors	ADRC 300 S. Adams Street
*5:00 p.m.	Administration Committee	Room 200, Northern Building 305 E. Walnut Street

FRIDAY, MAY 25, 2012

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE MEETING

Monday, May 21, 2012 – 8:30 a.m. - Sophie Beaumont Building - 111 North Jefferson Street, Green Bay, Wisconsin – Board Room B

1. Meeting called to order
2. Roll call
3. Modification/approval of agenda
- * 4. Modification/approval of minutes of April 16, 2012
5. Updates
 - Family Care update
 - COP update
 - CIP update
6. Any other business authorized by law

* Indicates materials are included in packet mailing

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

INTERIM PORT & SOLID WASTE DIRECTOR

- PUBLIC NOTICE -

BROWN COUNTY SOLID WASTE BOARD

Monday May 21, 2012

1:30 p.m. at the Port and Solid Waste Office
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – Meeting Minutes of April 16, 2012
5. 2012 Solid Waste Strategic Plan Goals and Objectives – *Request For Approval*
6. Commercial Recycling Agreement – *Request For Approval*
7. East Landfill Gas-To-Energy System Analysis - *Request For Approval*
8. Pilot Leachate Recirculation - *Update*
9. HHW Lean Collection Event - *Update*
10. Director's Report
11. Such other Matters as Authorized by Law
12. Adjourn

Dean R. Haen
Interim Port & Solid Waste Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Solid Waste Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, May 21, 2012, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Michael Welch-Chair, Tom Diedrick, Rich Aicher, Darlene Hallet, Ann Hartman

APPROVAL OF MINUTES:

1. Approval of the April 16, 2012 minutes of the Brown County Housing Authority

ELECTION OF OFFICERS

COMMUNICATIONS:

2. Letter from Department of Housing and Urban Development regarding final SEMAP score for FY 2011

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
 - G. VASH Reports (active VASH, new VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations

OLD BUSINESS:

None

NEW BUSINESS:

4. Presentation by Nan McKay and Associates and approval to partner on application for Performance-Based Contract Administration for Project Based Housing Assistance Payment Contracts in Wisconsin
5. Approval of request from Neighborhood Development Division for funding to reprint Neighborhood Guide to City Services
6. Approval of request for BCHA sponsorship of "A Home for Everyone" Conference to be held in Green Bay in July

INFORMATIONAL:

7. Existing HCV Contract between BCHA and ICS expires as of December 31, 2012
8. General Capital was not awarded tax credits to develop Larsen Green project

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

9. Status of BCHA intern position

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr, Norbert Dantine, Tom Sieber

**PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE**
Monday, May 21, 2012 @ 5:30 pm
Towns Meeting to Follow @ 7pm
Duck Creek Public Works Department
2198 Glendale Avenue - Howard

NOTE: TIME & LOCATION

(Please Note: No Land Con SubCmte Mtg Scheduled)

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 23, 2012.

1. Review minutes of:
 - a. Planning Commission Board of Directors (March 7, 2012).
 - b. Solid Waste Board (February, March & April, 2012).

Report

3. Recommended Solutions for Phosphorus Pollution Reduction in Brown County – Presentation by Jared Heyn will be scheduled for a subsequent meeting if requested.

UW-Extension

4. Resolution re: Commemorating the 100th Anniversary of Cooperative Extension, a Division of the University of Wisconsin-Extension.

Airport

5. Budget Status Financial Report for April, 2012.
6. Director's Report.

Public Works – Facility Management

7. Resolution re: Change in Table of Organization Public Works Department – Operations Division Operations Manager.
8. Summary of Operations.
9. Raasch Associates Payment Breakdown for 2011.
10. Document Center Color Copier Replacement Bid Award (Bid Tab to be distributed at meeting).
11. Director's Report.

Port and Solid Waste

12. Port Budget Status Financial Report for March, 2012.
13. Solid Waste Budget Status Financial Report for March, 2012.

14. 2012 AGLP Federal Policy – Position – Request for Approval. *Referred back as per the County Board 5/16/2012.*
15. Resolution re: Reclassification of the Director of Port and Solid Waste Position.
16. Resolution re: Project Partnership Agreement between the U.S. Army Corps of Engineers and Brown County for Construction, Operation and Closure of the Cat Island Chain Restoration Project.
17. Commercial Recycling Agreement – Request for Approval.
18. Consideration for Advancing Closure of Renard Island – Request for Approval.
19. Director's Report.

20. **Planning & Land Services** - Planning Commission, Property Listing, Zoning Budget Status Financial Reports for March, 2012.
21. **Register of Deeds** - Budget Status Financial Report for March, 2012.

Other

22. Audit of bills.
23. Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Pursuant to Section 19.84, notice is hereby given to the public:

**BROWN COUNTY CHILDREN WITH DISABILITIES
EDUCATION BOARD AGENDA
TUESDAY, MAY 22, 2012– 4:00 P.M. –
SYBLE HOPP SCHOOL**

1. Call to Order - 4:00 p.m. – K Gustman
2. Action Item: Approval of April 23, 2012 Board Minutes
3. Correspondence
4. Action Item: Approval of Agenda - Additions: a. b.
5. Action Item: Donations
6. Action Item: Financial Report
7. Action Item: Bellin School of Nursing Agreement
8. Action Item: Administrator Report
9. Action Item: Parent Organization
10. Action Item: Payment of Bills
11. Adjournment to Executive Session: The Board will move to executive session and reconvene to open session as allowed by Wisconsin stats 19.85 (1)(c)(e)(f)(i) to discuss teacher evaluations, and staff requests.
12. Action Item: Staff requests
13. Action Item: Adjournment

"Any person wishing to attend who, because of disability requires special accommodation should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday May 21, 2012 so that arrangements can be made."

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EXECUTIVE COMMITTEE

Tom Lund, Chair

Patrick Moynihan, Jr., Vice Chair

Bernie Erickson, Patrick Buckley, Patrick Evans

Patrick Wetzel, Steve Fewell

EDUCATION & RECREATION COMMITTEE

Patrick Wetzel, Chair

John Vander Leest, Vice Chair

Erik Hoyer, John Van Dyck, Patrick Williams

**** JOINT MEETING ****

EXECUTIVE COMMITTEE

&

EDUCATION & RECREATION COMMITTEE

Tuesday, May 22, 2012

5:30 p.m.

Resch Centre

1901 South Oneida Street

1. Call meeting to order.
2. Approve/modify agenda.
3. **Closed Session:** Deliberation and possible negotiations/action relating to the PMI/County Resch Lease Agreement. Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require closed session.
4. Discussion and Possible Approval of PMI/County Resch Lease Agreement.
5. Discussions/Updates with Possible Action re: Progress between PMI and Brown County in re-negotiating their lease Agreement for the Veterans Memorial Complex and the implications if said negotiations are still ongoing subsequent to June 1, 2012.
6. Such other matters as authorized by law.

Executive Committee

Tom Lund, Chair

Education & Recreation Committee

Patrick Wetzel, Chair

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HUMAN SERVICES COMMITTEE

Patrick Evans, Chair
Dan Robinson, Vice Chair
Brad Hopp, Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE

Wednesday, May 23, 2012

6:00 p.m.

Room 200, Northern Building

305 E. Walnut Street

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 25, 2012.

Comments from the Public

Report from Human Services Chair

1. Review Minutes of:

- a. Aging & Disability Resource Center of Brown County (April 26, 2012).
- b. Children with Disabilities Education Board (April 24, 2012).
- c. Veterans' Recognition Subcommittee (April 17, 2012).

Syble Hopp

2. Syble Hopp School 2012-2013 Budget.

PRESENTATION

3. By Family Service Association re: Healthy Families Program and Willow Tree Child Advocacy Center.

Human Services Department

4. Executive Director's Report.
5. Financial Report for Community Treatment Center and Community Programs.
6. Monthly Inpatient Data – Community Treatment Center and Bellin Psychiatric Center.
7. Approval for New Non-Continuous Vendor.
8. Request for New Vendor Contract.
9. Monthly Contract Update.

Aging & Disability Resource Center – No agenda items.

Health Department – No agenda items.

Veterans Services – No agenda items.

Other

10. Audit of bills.
11. Such other Matters as Authorized by Law.

Patrick Evans, Chair

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**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
EXECUTIVE COMMITTEE MEETING
FRIDAY, MAY 24, 2012 AT 7:30 A.M.
AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
300 SOUTH ADAMS STREET, GREEN BAY, WI 54301**

AGENDA

1. Pledge of Allegiance
2. Adoption of agenda
3. Approval of the minutes of the March 20, 2009 meeting
4. Review and recommendation Aramark Contract
5. Such other matters as are allowed by law
6. Announcements
7. Adjourn.

Keith Pamperin, Acting Chairperson
Aging & Disability Resource Center
of Brown County

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.

**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD OF DIRECTOR'S MEETING
Thursday, May 24th, 2012 at 8:30 a.m.
300 S. Adams Street, Green Bay, WI 54311**

AGENDA

1. Pledge of Allegiance
2. Adoption of Agenda
3. Introductions
4. Approval of the minutes of the regular meeting of Aril 26th, 2012
5. Comments from the Public
6. Finance Report
 - a) Review and approval of the April 2012 Finance Report
 - b) Review and approval of Restricted Donations
7. Report of Regional Advisory Long Term Care Committee –Pat Finder-Stone
- 8 . Aging Unit Plan and Listening Sessions
9. NEW Curative –Fee Restructure Discussion
- 10.2013 Budget Process, Calendar and Requests
- 11.Aramark Contract Discussion
- 12.Family Care Update
- 13.Director's Report
 - a. Annual Reports-ADRC and Family Care
 - b. Motivational Interviewing Research
- 14.Legislative Updates
- 15.Announcements
- 16.Next meeting date –To be Determined
- 17.Adjourn

Keith Pamperin, Acting Chairperson
Aging & Disability Resource Center
of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

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ADMINISTRATION COMMITTEE

Steve Fewell, Chair
Kris Schuller, Vice Chair
David Steffen, Thomas De Wane, Tim Carpenter

ADMINISTRATION COMMITTEE

Thursday, May 24, 2012

5:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 26, 2012.

1. **Review Minutes of:**
 - a. Housing Authority (April 16, 2012).

Communications

2. Communication from Supervisor Vander Leest re: Request for a Summary of the top 25 employers in Brown County to determine employee health care contributions and other employee benefits provided. *April Admin: Refer back to Admin Cmte & Exec Cmte.*

County Clerk

3. Budget Status Financial Report for March, 2012.
4. Staffing Updates.

Child Support Agency

5. Director's Report.

Information Services

6. Budget Status Financial Report for March, 2012.
7. Information Services Report.

Human Resources

8. Budget Status Financial Report for March, 2012.
9. Human Resources Activity Report for April, 2012.
10. Director's Report.

Department of Administration

11. Budget Status Financial Report for March, 2012.
12. Financial Statement Results – Unaudited, as of March 31, 2012.
13. 2012 Budget Adjustment Log.
14. Review of Purchasing Policy. *Motion at Exec: To refer to Admin to discuss the drafting of a Resolution or Ordinance relative to Purchasing. April Admin: To hold for one month.*
15. Director's Report.

Corporation Counsel – No agenda items.

Treasurer – No agenda items.

Other

- 16. Audit of bills.
- 17. Such other matters as authorized by law.

Steve Fewell, Chair

Attachments

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MAY 2012



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Public Safety 5:30 pm	Ed & Rec 5:00 pm		
		1	2	3	4	5
6	Executive Cmte 5:30 p.m.	7	8	9	10	11
			Spc. Executive Committee 5:30 pm			12
<i>Mother's Day</i> 		Vets Recognition 5 pm	Spc PD&T 6:30pm Spc Pub Sfty 6:30 Spc Land Con 6:45 Spc Exec 6:45pm Board of Supervisors 7pm			
13	14	15	16	17	18	19
	Land Con 6:00 Plan Dev & Trans 6:30 pm	Special Joint Exec and Ed & Rec Mtg 5:30pm	Human Svc 6:00 pm	Admin Cmte 5:00 pm		
20	21	22	23	24	25	26
	<i>Memorial Day!</i> 	Criminal Justice Coordinating Board 3:30 pm				
27	28	29	30	31		



JUNE 2012



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
			Public Safety 5:30 pm	Ed & Rec 5:30 pm		
	Executive Cmte 6:00 pm					
10	11	12	13	14	15	16
<i>Father's Day</i> 		Vet's Recognition 5:15 pm	Board of Supervisors 7:00 pm			
17	18	19	20	21	22	23
	Land Con 6 pm Plan Dev & Trans 6:30 pm	Criminal Justice Coordinating Board 3:30 pm	Human Svc 6:00 pm	Admin 5:00 pm		
24	25	26	27	28	29	30

BROWN COUNTY COMMITTEE MINUTES

- Housing Authority (April 16, 2012)
- Human Services Board (May 10, 2012)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, April 16, 2012, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Michael Welch-Chair, Tom Diedrick, Rich Aicher, Ann Hartman

EXCUSED: Darlene Hallet

OTHERS PRESENT: Robyn Hallet, Chip Law, DonElla Payne

APPROVAL OF MINUTES:

1. Approval of the March 19, 2012 minutes of the Brown County Housing Authority

A motion was made by T. Diedrick, seconded by A. Hartman to approval the minutes of the March 19, 2012 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
D. Payne stated that there were 99 preliminary applications in the month of March.
 - B. Unit Count
D. Payne stated that the unit count was 2,913 for March.
 - C. Housing Assistance Payments Expenses
D. Payne stated that the HAP expenses for March were \$1,195,122.
 - D. Housing Quality Standard Inspection Compliance
D. Payne reported that 60.09 percent passed the initial inspection, 18.14 percent passed the re-evaluation, and the fail rate was 21.77 percent.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
C. Law reported that March's administrative fees were \$46,416.76 under budget for the first quarter. He also reminded the commissioners that February included \$27,000 for the Tenant Protection Vouchers and is therefore partially the reason for February's number to appear so inflated. D. Payne stated that port out vouchers dropped to 161 for March because some agencies absorbed port outs. Port in vouchers were at 18, which are the VASH vouchers.
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
D. Payne stated that there were 104 FSS clients in March, of which 33 have escrow accounts. There were no graduates in March and five new contracts. D. Payne stated that there were 80 clients participating in the Home Ownership Option in March.
 - G. VASH Reports (active VASH, new VASH)
D. Payne stated that there were 18 participants.
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations
D. Payne stated there was one new investigation assigned in March. There were 11 previous investigations that were closed and five still active. There were 78 new applications processed, all of which were approved.

OLD BUSINESS:

3. Discussion and possible action regarding Brown County Administration Committee's request that whenever possible constituent committees meet after normal work hours.

R. Hallet explained this was on the agenda again because when it came up six months ago, the Authority decided not to take any action at that time but instead see what transpired over the next six months. She reported that staff has not heard anything in regards to this, neither from the public nor any public officials who may want to attend the meetings.

A Hartman asked how many other committees meet during the day versus at night. R. Hallet responded to her knowledge most meet in the evenings, however the Redevelopment Authority and the Green Bay Housing Authority meet during the day. The Board of Appeals and the Brown County Administration Committee meet in the evenings. R. Aicher pointed out that it seems that committees made up of elected officials seem to meet in the evenings, whereas those comprised of volunteers, such as the BCHA, tend to meet during the day.

R. Aicher further stated that if someone really wanted to come, they would voice their opinion. He commented that his opinion didn't previously go on record because he missed the meeting in which this was previously discussed, but his preference is that the BCHA continue to meet at the existing time however that we should be open to meet in the evenings on an exception basis when it is so requested by someone who wishes to attend. If there is not a voiced objection, there is no reason to change it.

A Hartman stated she agrees and we should hear about it if there is an objection. She commented that there are rarely many from the public in attendance. R. Aicher agreed, saying often when there are guests, they are professionals such as from the VA, management companies, developers, etc. who are attending for agenda items which impact them. Many times they may be coming from other parts of the state and thus an afternoon meeting works well for them. An evening meeting may inconvenience them because they would be returning home very late or having to stay the night.

C Law stated from his experience, the only time we had a significant turnout was when there were discussions about closing the waiting list, at which time representatives from other local nonprofits attended, which was approximately two meeting in five and a half years. Such professionals would also prefer a daytime meeting.

T. Diedrich inquired if meetings in which we seek consumer feedback are held in the evenings? D. Payne responded that they had been in the evenings, but attendance was very low. The attendance and interest has improved since these meetings have been switched to lunch meetings, which happened two meetings ago.

M. Welch summarized that if there is a need for a meeting to be at a different time, we would try to accommodate the request. Currently, it is more of an accommodation to guests to meet in the afternoons as we currently do. He recommended that we stay attuned to this, but to keep the meeting on the existing schedule.

No action was therefore taken.

NEW BUSINESS:

4. Review and approval of proposed Utility Allowances for Housing Choice Voucher Program, effective July 2012.

D. Payne explained it's the time of year again to update the utility allowances. She explained the attachment, pointing out that it highlights the difference in the proposed Utility Allowance amounts from 2011 for each unit type.

D. Payne commented that a lot of the numbers have decreased, which is a change from last year when there was a significant increase.

R. Aicher stated he's not surprised at the steady numbers or minimal decreases for natural gas, but is surprised at the significant drop for oil.

M. Welch indicated since he works for a sister company of a utility, he's going to abstain from voting on this matter.

A motion was made by R. Aicher, seconded by A. Hartman to approve the proposed Utility Allowances. M. Welch abstained. Motion carried.

5. Discussion and possible action on summons for Foreclosure of Mortgage for a recipient of a BCHA loan for down payment and closing costs at 468 Morris

R. Hallet explained that photos have been provided, as requested previously. The first two photos are of the subject property while the following two are for the neighboring homes, which give an idea of the type of neighborhood. An appraisal has not been conducted on this property, however we could request one if the Authority deemed it necessary. Alternatively, since foreclosures tend to take significant time, the Authority could decide not to take any action at this time and instead see what transpires over the coming months.

R. Aicher commented that waiting may be the best option, especially if a judgment hasn't yet been filed, which appears to be the case. Once a judgment is filed, it may be several months to a year before the next step toward foreclosure. M. Welch commented that if an appraisal were desired, it may be better to have one closer to that time.

M. Welch asked the commissioners if there is additional data, other than what is already provided, that would be useful in these situations? R. Aicher stated that knowing the purchase date, so it can be compared to the original purchase price, would be beneficial. He also commented that the loan balance for this property is higher than the purchase price by \$4700. R. Hallet stated staff suspects it is higher because of fees that were added since the homeowner failed to make the payments. R. Aicher also stated the amount of the most recent tax bill would also be helpful and whether or not there are any delinquent taxes. This is relevant because foreclosure due to taxes doesn't occur until after taxes are delinquent for three years, so if there are three years of delinquent property taxes, at approximately \$2000 per year, that would add another \$6000 to what would have to be paid to recover this property.

R. Aicher stated that as a general rule, a decision wouldn't be needed until approximately 60 days before the date of a foreclosure sale. M. Welch asked if we'd want an appraisal by that time, to which R. Aicher responded that in some situations it may be obvious that we know we wouldn't want to spend some \$400 on an appraisal, but if we wanted to, there would still be time to do so.

R. Hallet inquired if the Authority wants to know about such properties at this early stage, or should staff should wait to bring them to the Authority for the first time at approximately 60 days before the sheriff's sale? M. Welch commented that another step could be a judgment. There's the initial documentation, then a judgment filed, then there's the sales date. R. Aicher stated he didn't believe anything needed to be done until a judgment was filed. It also depends if the property is abandoned or still occupied. If it remains occupied, the process could continue for six months to a year. R. Aicher thus suggested that staff bring these to the Authority for the first time when the primary lender files a judgment and then again approximately 60 days before the sale. He further suggested that to help keep track of such properties, that we develop a spreadsheet indicating the judgment date, foreclosure dates, or other important dates.

T. Diedrick inquired if we know how many BCHA loans are in some stage of judgment or foreclosure. R. Hallet stated that in the past two to three years, perhaps there were six or seven.

R. Aicher commented that it would be worthwhile to keep a spreadsheet of foreclosure loans as a standing agenda attachment since each month they are that much closer to the final sales date.

M. Welch summarized the above requests include adding the purchase date, current taxes, any delinquent taxes, and judgment file date to the existing property data sheet and that new cases would be brought before the Authority after the judgment was filed. Also, staff should develop a spreadsheet to track all the cases.

The Authority determined no action was needed regarding this property at this time.

6. Discussion and possible action regarding HUD PIH Notice 2012-15: Streamlining Administrative Practices in the Housing Choice Voucher Program.

R. Hallet explained that this notice recently published by HUD explains various practices which could be implemented to streamline administration of the Housing Choice Voucher Program. She stated that she and D. Payne have reviewed it and decided to bring it to the Authority for two purposes: 1) to demonstrate the steps BCHA has already taken to streamline the administration and 2) to see if the Authority had any suggestions for further streamlining.

R. Hallet walked the Authority through the various points covered in this notice, explaining what ICS is already doing or areas for possible improvement. Areas of discussion included the following:

Verifying HQS Deficiencies Remotely: R. Hallet explained that it is permissible to verify that HQS deficiencies have been corrected by means other than physically re-visiting the property. She discussed this option with M. Roberts of ICS, but he was not in favor of it. T. Diedrick inquired if there is an option to inspect less frequently if a unit always passes every year. R. Hallet explained that is not permissible per HUD regulations; rather this suggestion is in regards to repairs to noted deficiencies only. C. Law stated he feels some landlords might take advantage of this option and the cost savings realized wouldn't match the level of accountability ICS is placing on landlords and clients. A. Hartman expressed agreement. R. Aicher indicated that historically, we've been proud of our inspections, so we don't want to let that decline. The consensus was to not change our current process.

Eliminating Waiting List Preferences: R. Hallet expressed she would not be in support of eliminating the Brown County residency preference entirely, but has inquired with D. Payne regarding the amount of staff time that goes into verifying and monitoring the rankings within the residency preference and if the value is worth the time. The burden of proof of an applicant's ranking is on the applicant, but sometimes there are issues with them not providing the proper documentation. M. Welch expressed that there are certain people that are in greater need, so the preferences and rankings are worthwhile in his opinion.

D. Payne explained that they purge the waiting list annually: applicants who do not respond to a mailing to confirm if they want to remain on the list are removed. They just purged the non-preference waiting list and as a result the numbers dropped from over 300 to 115 non-preference applicants remaining on the waiting list.

Eliminating the Process of Screening Families for Tenant Suitability. R. Hallet explained that we have never done this and do not intend to, as it should be the landlord's responsibility. D. Payne pointed out that the second paragraph in this section reiterates that PHAs must deny and terminate assistance for criminals and drug abusers. She provided a handout which demonstrates the number of background checks completed per month, going back to January 2011. She explained that of all the background checks that ICS sends to Langan, there have only been two which ICS has not caught first: one was because the case wasn't yet on CCAP and the other was because it was from out of state. This demonstrates that there is a lot of duplication between ICS and Langan. The ones that Langan denies have overwhelmingly been those that ICS was already aware of but needed

Langan to pull the police report for documentation. She asked the commissioners to consider this, as it would result in a savings of approximately \$1000 per month if they sent only randomly selected applications to Langan instead of every one. C. Law stated it is about 0.5% which ICS doesn't catch.

A Hartman expressed her opinion that this may result in someone being admitted to the program who shouldn't and the problems that could result. C. Law pointed out that the Authority is asking ICS to look at cost saving measures and this is one area in which there are duplicated efforts which could result in real costs savings. The Authority needs to consider the point of diminishing returns in this area. M. Welch suggested this is an area we should continue to monitor.

Consolidation of Administrative Tasks and Procurement of Supplies and Services: R. Hallet explained that these two sections are related in that they encourage PHAs who are geographically close to work together to consolidate tasks or jointly purchase materials or services. While we don't necessarily have another PHA with which to partner (beyond the existing partnership with BCHA and GBHA), perhaps there are some areas in which ICS and BCHA could collaborate. One idea R. Hallet mentioned was if there is a way to use City inspectors to do HQS inspections. There would certainly be some obstacles to work through, especially in regards to the HCV program being countywide versus City inspectors only serving the City of Green Bay as well as differing inspection standards for each entity. Also, would the City have the capacity to conduct HQS inspections? This suggestion was discussed, with several individuals expressing interest in exploring it further but with the understanding that it would have to result in a cost savings.

M. Welch provided the suggestion of collaborating with other agencies or programs that require verification of income: is there any way verification from another entity could be used for HCV? D. Payne explained that HUD now allows use of paystubs for verification. C. Law explained that the timing of when verification is needed for different programs may make that difficult. Also, each programs' regulations governing the calculation of income may differ widely making the verification less valuable.

R. Hallet suggested that we all continue to think about possible areas of consolidation.

Increase Success rate of Voucher holders: D. Payne explained that ICS has improved in this area by providing more information to applicants to ensure they successfully remain on the program and in encouraging them to work toward self sufficiency. R. Hallet pointed out that there are probably additional efforts that could be made to help some individuals, but such efforts require additional staff time. The efforts have to be weighed in comparison to the outcomes.

Fraud recovery: This is an area in which BCHA excels and likely leads the nation. Additional efforts could probably always be made but consideration must be given to the point at which those efforts exceed the value they bring in.

Overall, many of the suggestions made in this PIH notice are already being implemented by BCHA, which is encouraging to know that we're leading the nation with our efficiencies.

INFORMATIONAL:

None

BILLS:

A motion was made by T. Diedrick and seconded by R. Aicher to approve the bills as presented. Motion carried.

FINANCIAL REPORT:

M. Welch stated we are in receipt of the report.

STAFF REPORT:**7. Status of BCHA intern position**

R. Hallet explained that she had hoped we would have a new intern hired by now, but at this point they are still deciding among some well qualified applicants.

The meeting adjourned at 4:30 PM.

RAH:

Housing Choice Voucher Program

Financial Status Report

2012 Budget Year

As of April 30, 2012

	Budget Amount	YTD	Annualized \$	Annualized %	Remaining Budget Balance
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REVENUE

HAP Income	\$ 14,768,734	\$ 5,175,768	\$ 15,527,304	105%	(9,592,966)	35%
Admin Fee Income	\$ 1,276,120	\$ 465,915	\$ 1,397,745	110%	(810,205)	37%
FSS/HO Coordinator Income	\$ 135,462	\$ 45,158	\$ 135,474	100%	(90,304)	33%
Fraud Recovery	\$ 115,000	\$ 38,952	N/A	N/A	(76,048)	34%
Other Income (Interest & HO Payments)	\$ 2,614	\$ 2,045	N/A	N/A	(569)	78%
Total Revenues	\$ 16,297,930	\$ 5,727,839	\$ 17,060,523	105%	(10,570,091)	35%

EXPENDITURES

Program Expenditures

HAP Payments	\$ 13,947,301	\$ 4,838,225	\$ 14,514,674	104%	9,109,077	35%
ICS Admin	1,230,180	449,142	1,347,426	110%	781,038	37%
FSS/HO Coordinator	135,462	45,158	135,474	100%	90,304	33%
Total Program Expenditures	15,312,943	5,332,525	15,997,574	104%	9,980,418	35%

Administrative Expenditures

Software Upgrade	\$ 63,415	\$ -	\$ -	0%	63,415	0
Salaries	42,449	7,215	21,644	51%	35,234	17%
Fringe Benefits	14,998	3,041	9,122	61%	11,957	20%
Home Ownership Counseling	14,000	-	-	0%	14,000	0%
Audit	7,718	-	-	0%	7,718	0%
Insurance	5,576	-	-	0%	5,576	0%
Other	17,737	5,969	17,907	101%	11,768	34%
Total Administrative Expenditures	102,478	16,224	48,673	47%	86,254	16%
Total Expenditures	\$ 15,415,421	\$ 5,348,749	\$ 16,046,247	104%	\$ 10,066,672.12	35%

Cash Balance	\$ 1,314,562.76
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All Other
Financial Status Report
2012 Budget Year
As of April 30, 2012

	Budget Amount	YTD	Annualized \$	Annualized %	Remaining Budget Balance
REVENUE					
Interest	\$ 5,992	\$ 2,247	\$ 6,742	113%	(3,745) 38%
Loan Repayments	\$ -		N/A	N/A	0 N/A
Revenue on Sale of Property	\$ -		N/A	N/A	0 N/A
Bond Fees & Other	\$ 6,675		\$ -	0%	(6,675) 0%
Total Revenues	\$ 12,667	\$ 2,247	\$ 6,742	53%	(3,745) 18%

EXPENDITURES

Development Loan	\$ 350,000		\$ -		
HO Assistance / DPCC	\$ 30,000		\$ -	0%	0%
Staff Training	\$ 6,200.00	591	\$ 1,772	29%	5,609 10%
Landlord Training	\$ 5,000		\$ -	0%	5,000 0%
Other	\$ 11,299	3,007	\$ 9,022	80%	8,292 27%
Total Expenditures	\$ 402,499	\$ 3,598	\$ 10,793	3%	398,901 1%

Unrestricted Cash Balance	\$ 1,565,523.34
Restricted Cash Balance	\$ 435,193.82

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, May 10, 2012 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Paula Laundrie, Craig Huxford, Helen Smits, Carole Andrews, Bill Clancy,
JoAnn Grashberger, Susan Hyland

Also

Present: Brian Shoup, Executive Director
Kevin Lunog, Behavioral Health Services Manager
Jenny Hoffman, Economic Support Administrator
Ian Agar, Long Term Care Manager
Jim Hermans, Child Protection & Juvenile Justice Manager
Jill Rowland, Contract & Provider Relations Manager
Mary Johnson, Hospital Administrator
Kim Zeller, Behavioral Health Supervisor
Justine Koschkee, Behavioral Health Supervisor
Lori Weaver, Social Worker Supervisor

1. **Call Meeting to Order:**
The meeting was called to order by Chair Tom Lund at 5:15 pm.
2. **Approve/Modify Agenda:**
SMITS/ANDREWS moved to approve the agenda.
The motion was passed unanimously.
3. **Approve Minutes of April 12, 2012 Human Services Board Meeting:**
SMITS/LAUNDRIE moved to approve the minutes dated April 12, 2012.
The motion was passed unanimously.
4. **Public Hearing 2013 Budget**
The Public Hearing was open and no members of the public participated or offered comments. There is no testimony to be documented. Everyone did go around the room and introduced themselves, as several managers were present.
5. **Executive Director's Report**

Family Care Update

- Shoup stated that the Northeastern Wisconsin Family Care District was awarded a 3 month extension of its planning grant. This is an indication that family care will be moving forward. Shoup expects our tentative plans to be enrolling Brown County clients into Family Care around the first quarter of 2014.

- Shoup stated that in preparation, it would be to our advantage to reduce the wait list which is currently at around 700. There is no levy cost for adding temporary staff to assist with enrollment.

Q: County Board Member Clancy asked how we get the wait list reduced.

A: Shoup stated that clients get enrolled in services through federal waiver dollars.

- Shoup also stated that when we start enrolling clients to Family Care, we will have a transition period of enrollment which will leave added levy costs with less Medicaid reimbursement.

Recruitment-Director of Community Programs

- Shoup stated we have interviewed one candidate thus far, who is currently a Human Services Director in another small county. Other candidates are also being reviewed for candidacy. Hopefully by the time of next meeting, a decision will have been made.

Q: County Board Member Clancy asked if there is a way we can offer more compensation to keep good staff on board.

A: Shoup stated he does worry about that issue and that Brown County has not stayed in sync with the larger counties to the south. Shoup is concerned with keeping talented people and the fact is his management staff has saved 1.8 million dollars in levy.

Board Member Smits commented that we have been able to provide an increase in the quality of services while still saving on cost.

Chairman Lund stated he does not get complaints in regards to our provided services.

Increase in Child Abuse/Neglect Reports

- Shoup followed up on the rise in child abuse/neglect reports for 1st quarter. We have hired two temporary and are using some Juvenile Justice staff assistance to help with the increase. We are monitoring the data closely and will be looking at the 2013 for additional capacity. Shoup has approached Greg Hetue, the president of United Way, in regards to collaboration efforts.

Lean

- Shoup went over the lean event list and conveyed to board the events that have been completed and those that are in cue. Shoup encourages board members to attend a lean report out.

GRASCHBERGER/LAUNDRIE moved to receive and place on file.
Motion was carried unanimously.

6. Policy Development Issue: Expanding access to outpatient (adults) behavioral health counseling/supports

- Kevin Lunog stated that at the previous meeting we looked at the prescribers themselves and that now he wanted to cover the support in psychotherapy. With the help of board recommendations, a third supervisor was made possible. He introduced Behavioral Health Supervisors Justine Koschkee and Kim Zeller.
- Koschkee presented the list of current psychotherapists and their roles. She went over data about the referrals for assessment and stated if a client hasn't seen a psychiatrist, they want them assessed first by the therapist. Lunog commented that by seeing a therapist first for intake, a lot of information can be collected and medications can be started before the doctor visit.
- Zeller discussed the efficacy of psychotherapy. She stated psychotherapy combined with medication management yields the best results. Zeller said that counseling helps with other "life" areas that medication cannot help.

Q: Vice Chair Laundrie asked how often clients get therapy.

A: Zeller stated that it depends on the symptoms but can range from once per week to once every three weeks.

- Lunog presented the reimbursement breakdown for Medicaid and discussed the trainings and move into evidence based practices. Koschkee is working with the inpatient side to look at reducing the amount of re-admissions. Koschkee noted that having therapists is extremely important because the more people we have connected, the lesser amount of admissions.
- Lunog stated that next month we will describe the steps and outcomes we would like to see occur.

LAUNDRIE/SMITS moved to receive and place on file.
Motion was carried unanimously.

7. Financial Report

- Shoup went through financial reports, noting our first quarter progress along with the difficulty to project thus far.
- We have a beginning fund balance of 4.9 million and have been working with the Department of Administration to restrict that money to be used for several items including a "high cost care" fund. We will present on this next month.

County Board Member Clancy discussed the importance of laying out the need for a restricted "high cost" care fund.

ANDREWS/HYLAND moved to receive and place on file.
Motion was carried unanimously.

8. Community Treatment Center Statistical Update:

Please refer to the packet which includes this information.

9. Bellin Hospital Statistical Update:

Please refer to the packet which includes this information.

10. Contract Update:

Please refer to the packet which includes this information.

11. Other Matters:

Next Meeting: Thursday, June 14, 2012

5:15 p.m. – Sophie Beaumont Building, Board Room A

12. Adjourn Business Meeting:

ANDREWS/LAUNDRIE moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 6:15 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary